

19<sup>th</sup> International Laser Ranging Workshop LOC Meeting Summary  
March 11, 2014

Members of the Local Organizing Committee (LOC) for the October 2014 workshop met on March 11. This group consisted of:

- Carey Noll
- Mike Pearlman
- Jan McGarry
- Erricos Pavlis
- Scott Wetzel
- Mark Torrence
- Lynette Queen
- John Degan
- David McCormick (telecon)

Today's discussion mainly involved workshop logistics and ideas for social activities.

Workshop logistics:

- Jan has agreed to chair the workshop's Program Committee.
- Attendees from designated countries will require an escort, visa, and embassy clearance.
- Cost of refreshments for breaks is \$18/person, for lunch \$17/person.
- For Building 8 auditorium we will need to rent narrow tables to have a classroom style setup.
- Bus transportation from the meeting to outside activities would cost ~\$10/person/activity. If we include the GGAO event in the attendee fees we would also include a \$10 transportation fee. For any outside event, bus transportation would be provided from/to Visitor Center parking lot.

Local hotels:

Lynette reviewed the local hotel room blocks that have been set-up (more information provided in follow-up email). Room blocks were established with three local properties.

*Greenbelt Holiday Inn:*

- The Greenbelt Holiday Inn is located at 7200 Hanover Drive, Greenbelt MD 20770. This hotel is offering a nightly room rate of \$129.00 during the meeting. This rate includes a full continental breakfast, complimentary shuttle service and free parking. Hotel check in time is 3pm and check out is 11am. Each guest is responsible for all charges associated with your reservation. Any reservation not canceled by 6pm the date of arrival will be billed for one night's room and tax.
- This room block will expire October 6, 2014, and any unused rooms will be released.
- For online reservations please visit the following link:  
[http://www.holidayinn.com/redirect?path=hd&brandCode=hi&localeCode=en&regionCode=1&hotelCode=WASGB&\\_PMID=99801505&GPC=LSR](http://www.holidayinn.com/redirect?path=hd&brandCode=hi&localeCode=en&regionCode=1&hotelCode=WASGB&_PMID=99801505&GPC=LSR)
- If you prefer to contact the hotel please dial 1.877.834.3613 and provide them with the group code: LSR
- The shuttle service schedule to/from Goddard Space Flight Center will be provided at a later date.

*Hilton Garden Inn*

- The Hilton Garden Inn Washington DC/ Greenbelt is located at 7810 Walker Drive, Greenbelt MD 20770. This hotel is offering a nightly room rate of \$169.00 during the meeting. This rate includes a full breakfast buffet, and complimentary shuttle service. Hotel check in time is 3pm and check out is 11am.

Each guest is responsible for all charges associated with your reservation. Any reservation not canceled within 72 hours of the date of arrival will be billed for one night's room and tax.

- This room block will expire October 20, 2014, and any unused rooms will be released.
- The shuttle service schedule to/from Goddard Space Flight Center will be provided at a later date.

#### *Courtyard Marriott*

- The Courtyard Marriott Greenbelt is located at 6301 Golden Triangle Drive, Greenbelt MD 20770 this hotel is offering a nightly room rate of \$184.00 during the meeting. This rate includes complimentary on-site parking and shuttle service to and from Goddard Space Flight Center. Hotel check in time is 3pm and check out is 11am. Each guest is responsible for all charges associated with your reservation. Any reservation not canceled by 6pm the date of arrival will be billed for one night's room and tax.
- This room block will expire September 29, 2014, and any unused rooms will be released.
- For online reservations please visit the following link: [http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Laser%20Ranging%20Room%20Block%20Oct2014%5EWASGR%60LRRLRRA%60184.00%60USD%60false%6010/26/14%6010/31/14%6009/29/2014&app=resvlink&stop\\_mobi=yes](http://www.marriott.com/meeting-event-hotels/group-corporate-travel/groupCorp.mi?resLinkData=Laser%20Ranging%20Room%20Block%20Oct2014%5EWASGR%60LRRLRRA%60184.00%60USD%60false%6010/26/14%6010/31/14%6009/29/2014&app=resvlink&stop_mobi=yes)
- If you prefer to contact the hotel please dial 1.800.321.2211 and provide them with room block name: Laser Ranging Meeting
- The shuttle service schedule to/from Goddard Space Flight Center will be provided at a later date.

#### Banquet and/or icebreaker locations:

Lynette reviewed several places she has contacted regarding the banquet or icebreaker:

- Mme Tussaud's Wax Museum (<http://www.madametussauds.com/washington/>). \$8800+loading+food costs. Includes tour and private use of museum.
- Spy Museum (<http://www.spymuseum.org>). Accommodates 150, 100 seated. \$6000 for space starting at 6:00. Includes tour and activity.
- Odyssey Cruise line in D.C. (<http://www.odysseycruises.com/WashingtonDC/home?src=google&loc=dc&ad=ody&gclid=CPyg0IyUjb0CFexcMgodvyMAKA>). 100 people maximum but have larger boats. \$190/person (including buffet), cash bar. Other cruise companies need to be checked since
- Newseum (<http://newseum.org/tickets/tickets-overview/index.html?gclid=CPmF3N2pjb0CFQsSMwodhDgApA>). \$5000 for use of only conference room for the banquet. \$20K+10K rental for use of one half of the museum and conference room.

Many of these options are expensive. We should still consider alternate locations.

#### Alternate meeting location:

The group feels that logistics for a workshop at GSFC are becoming difficult. Attendees would have much more to do at an alternate location, e.g., Annapolis, Washington D.C., Baltimore. Involving sponsors for absorbing costs for banquet space/icebreaker/GGAO event will be difficult when event is held at GSFC; sponsors will want to display information about their companies at the workshop, which will not be allowed at GSFC.

Our 690 management had expressed their view that the workshop should be held at GSFC. Carey will discuss the idea of moving to an off-site location with Stephen and management. Lynette will look into alternate locations.

#### Near-term actions:

- Check with management about moving workshop off-site. Since our meeting Carey has discussed this option with Stephen; he will discuss further with Code 690 management.
- Check local (e.g., Annapolis, Washington, Baltimore) for availability for holding workshop at a location outside of GSFC (Lynette). Since our meeting, Lynette has checked a few local hotels:
  - Historic Inns (Annapolis). Venue is not large enough (break out spaces primarily)
  - Loews (Annapolis). We would be their second option; a group has already contacted the hotel for that week; if they don't sign the contract we would be able to pick up the space
  - Westin (Annapolis). Only M-W is available
  - Pier 5 (Baltimore). Space is currently under contract
- Comment on program so topics can be finalized
- Identify program committee based on final program
  - Jan and Carey have met and have drafted a list of names
- Define and contact potential speakers for Day 1 and 2 (All)
- Continue to investigate options for gala/banquet (Carey, Mike, Lynette)
- Determine where and how many poster boards can be placed in Building 8.
- Investigate paying for donation for banquet spaces
- Contact GSFC (Codes 100, 600, 690) and HQ management to invite them to speak at the workshop (Stephen?)
- Check on locations for splinter session locations at hotels/visitor center (Lynette)